

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Administration Committee was held on Wednesday, January 2, 2019 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Sieber, Supervisor Schadewald, Supervisor Kneiszel, Supervisor Deneys, Supervisor Vander Leest
Also Present: Supervisors Hoyer, Borchardt, Tran, Buckley, Moynihan; Corporation Counsel David Hemery, Director of Administration Chad Weininger, County Executive Troy Streckenbach, Deputy Executive Jeff Flynt, Technology Services Director August Neverman, Treasurer Paul Zeller; and other interested parties.

I. Call to Order:

The meeting was called to order by Chairman Tom Sieber at 5:30 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to take Item 12 before Item 2. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of Special December 5, 2018 & December 19, 2018.

Motion made by Supervisor Kneiszel, seconded by Supervisor Deneys to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

1. Review minutes of:

a. Housing Authority (November 19, 2018).

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public - None.

Although shown in the proper format here, Item 12 was taken at this time.

Communications

- 2. Communication from Supervisor Hoyer re: Review and possibly update the medical/disability/leave policies for county employees as they go through the organ donation and recovery program. *Motion to forward to Administration for research on what other counties were doing and feedback from Administration about what implications and consequences were for this policy and report back at the next Administration Committee meeting. Held for 30 days.***

Supervisor Hoyer has received information from the Interim HR Director indicating she looked at the City procedures. Officer Asplund contacted Dane County with regard to their policy and is willing to share what he learned with the Committee.

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Scott Asplund - 307 S. Adams St., Green Bay

Asplund informed he contacted Dane County to find out what their policy is and was advised it is similar to the state policy. Dane County has had at least 2 people take advantage of the policy, but it was noted that

there could be more. This is not something that happens a lot, but Asplund wants people to be aware of organ donations to help people out and as someone who has gone through the process, he feels it would be a nice token to provide a benefit for those who donate.

Director of Administration Chad Weininger previously reported that most counties simply codify the state law which is the additional six weeks of unpaid leave and it was then requested that the County look at the Green Bay policy, which he provided to the Committee, a copy of which is attached. Section 9.8.1 is the codification of the state law and Section 9.8.2 sets forth the City's policy for paid time off which is 5 days for marrow donors and 30 days for organ donors.

Weininger believes Hoyer would like the County to adopt a policy to provide 5 days of paid time off for marrow donations and 30 days of paid time off for organ donors. This would be above and beyond the 6 weeks of time off provided by statutes. Weininger noted the state allows 30 days off paid for their donors and a number of other states also have similar policies. A fiscal impact for this would be very difficult to calculate but if this is passed Weininger would set up a separate account and set aside money from the general fund to fund it. Supervisor Schadewald questioned taking money out of the general fund for this rather than taking it out of whatever is already set aside for employee sick leave which was based on an estimate. Supervisor Deneys also feels there is probably enough in this year's employee sick fund to cover this donation pay if it should become necessary.

Schadewald supports this, but does not like the idea of taking funds out of the general fund and reminded the Committee that although the compassionate human angle needs to be considered when making decisions, the financial impact also has to be considered and discussed.

Supervisor Kneiszel is also fully in support of this and noted the financial impact is only several thousand dollars for matters that are life and death. He thanked Hoyer for bringing this forward.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to refer the communication from Supervisor Hoyer and the City of Green Bay Personnel Policy 9.8 to the Executive Committee for consideration. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. Communication from Supervisor Schadewald re: This is my request to review travel, conference and lodging policies related to County Board members. *Referred from December County Board.*

Schadewald is trying to bring things forward for discussion as part of a review for the entire County Board. He would like to discuss this more at the next meeting.

Kneiszel was not aware that Supervisors could receive mileage reimbursement from their home to a meeting and feels it is unusual to be reimbursed mileage for going to a job. Sieber said this is something that is contained in the statutes.

Supervisor Borchardt informed that some policies that are in place are not being followed and used the example of a Supervisor saying they are going to a conference and then not attending after expenses have already been paid which results in a loss of money. She wants to be sure that the policies that are in place are being followed.

A copy of the Brown County Code pertaining to Supervisor travel reimbursement was distributed, a copy of which is attached. Corporation Counsel David Hemery indicated the mileage reimbursement rate is based on the IRS rate.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to hold for 30 days. Vote taken. MOTION CARRIED UNANIMOUSLY

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Technology Services

4. Technology Services Monthly Report.

In response to an earlier question regarding 4G and 5G, Technology Services Director August Neverman said he has a vendor who is willing to come and speak regarding the technology and suggested scheduling this for March. Sieber suggested doing this the same night as the County Board meeting and having a presentation before the meeting. If Chair Moynihan is not willing to have this done before a full Board meeting, the presentation could be done at Administration Committee.

The issues with the new CAD system were also discussed. Neverman said he has staff working very long hours on this and there were a number of people who have lost vacation because of this. He has a very good team but at times they are slow due to the number of projects they have. Currently there are 19 people supporting over 2000 applications and they already have a number of large projects scheduled. There is a steering committee that does a very good job of prioritizing projects. Deney's commented technology drives everything and TS is a keystone to making sure the rest of the departments are functioning. He is not being critical, but would like to be kept up to date on the backlog in TS by having that information included in the agenda packet.

Schadewald asked how projects are prioritized – whether it is done on a director's desire to have them done or if they are looked at in terms of fiscal impact. Neverman responded that everything is scored across six different categories, plus there are variables that can be added in to move a project up. The scores are based on things like return on investment, life system, age of system and age of request. Work is outsourced when it is less expensive to do so and they look at that for every system.

Supervisor Tran expressed concern regarding the CAD system and noted the County chose to go with a \$1.2 million dollar system. If that system fails, the next system is a \$5.7 million dollars. Neverman said they are working with the vendor to meet the RFP requirements and assured that they did their due diligence in researching backup plans as they do with every system. There are plans and alternatives if needed for the CAD system. Neverman deferred to Corporation Counsel and Public Safety Communications Director Cullen Peltier for any further questions or concerns.

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Treasurer

- 5. UPDATED Discussion and possible action on the sale of the following tax deed parcel (review with Realtor of problems associated with the closing of the previously approved sale decision of December 5, 2018 Administration Committee meeting): Parcel 5-1707 at 1338 Bond St. 54303 in the City of Green Bay.**

Treasurer Paul Zeller informed this is regarding the December 5 action taken to approve the offer of \$142,500 for the Bond Street property. That offer required conventional financing and when they went to provide title insurance through the title company, the two underwriters that serve Bay Title refused to provide title insurance because one of the lienholders was HUD. The underwriters and their attorneys felt the foreclosure procedure which was done according to state statutes does not foreclose a lien on a federal agency. Zeller received an opinion from Corporation Counsel on this which was provided to three underwriting firms, none of which would issue a title policy and therefore the conventional financing requirement from the purchaser is not able to be followed through on and the offer expired on December 31.

Zeller continued that at this time there is no buyer for the property. The foreclosure procedures required by the state were followed as were the notification procedures required, including sending certified mail to HUD, but the underwriters still will not provide title insurance.

Corporation Counsel David Hemery opined that using an in rem process extinguishes any and all liens on the property. The requirements are that notice if provided giving other individuals who may have an interest in the property an opportunity to appear and make their case. If nobody makes a case, the court enters judgment on behalf of the County and all liens are extinguished, including federal liens. The title

company said they have not seen this situation before but said they would provide insurance if a satisfaction was provided by HUD, however, it is not likely HUD would issue something saying the mortgage was satisfied because it was not paid off; it was extinguished. Hemery is absolutely confident that all liens, including the HUD lien, are extinguished once the court enters judgment on behalf of the County as long as parties were given notice, which they were. Because conventional financing is no longer an option, this will have to be a cash deal which likely means auction.

Zeller recalled there were 7 legitimate offers on the property. The financing contingency is a non-issue at this time. The property can be sold by quit claim deed with no title insurance. The realtor did his job by bringing competitive offers and the property was marketed well. The realtor has communication that the buyer that was originally selected is still interested and Zeller feels we should give the realtor the ability to work through the other offers with the buyers' realtors to determine if there is a cash buyer that would buy the property via quit claim deed instead of going to auction. The relators' listing expired on December 31 and the listing agreement was then extended. The conditions of the sale are now that the property will only be sold by quit deed and Zeller would like 3 additional months to try to sell the property that way. It is his opinion that if this goes to auction, we will not get anywhere near what was offered.

Hemery explained the quit claim deed process. Quite simply, it provides for sale of whatever interest is owned. It makes no assurances that anything is actually owned. A warranty deed, on the other hand, warrants that the purchaser is purchasing the entire interest in the property. Title companies are the backing of the warranty and if something happens, the owner can go after the title company. A quit claim deed says whatever the interest is is being sold, but there is no guarantee that there is an interest.

Kneiszel asked if there is anything further the County can do with HUD to assure them the lien has been extinguished. He is concerned that now that this has been brought to light, cash buyers may have concerns. Hemery said the quit claim deed contains language and disclaimers that say buyers beware.

Deneys noted all previous offers on this property called for financing. Zeller said 8 of the 9 previous offers were for conventional mortgages and 1 was for an FHA mortgage. Deneys will support the motion and noted we should take our time to try to sell the property through the realtor and if that does not happen by March 31, we can reevaluate this. Vander Leest asked what the profit margin would be if the sale was for \$120,000. Zeller responded the prior owner has filed all necessary paperwork for the homestead proceeds and meets all requirements. Back taxes, interest, penalties and special assessments on the property are about \$12,000. If the property was sold for \$120,000 there would be a split of about \$54,000 each.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to allow the realtor 90 days to negotiate a sale by quit claim deed by March 31, 2019. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Treasurer's Report.

Zeller informed they continue to collect the first installment of property taxes. Things are going well in the office; however, today one of the LTE's left the department for a better internship. Next year he intends to hire more staff than what he needs to be sure all of the gaps are covered. Zeller also advised he will be bringing year-end figures to the Committee in February or March.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

7. ~~Oral Corporation Counsel Report.~~

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to strike Corporation Counsel from the agenda. Vote taken. MOTION CARRIED UNANIMOUSLY

Administration

8. Budget Status Financial Report for November 2018 - Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Budget Adjustment Log.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Director's Report.

Weininger informed they are finishing up year-end accounting. He invited Supervisors to the cost allocation plan as long attendance does not create a quorum.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Budget Status Report (aka Over/Under report).

Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to take Item 14 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in the proper format here, Item 14 was taken at this time.

12. Discussion and possible action regarding a Resolution to authorize Brown County to provide the Greater Green Bay Convention and Visitors Bureau with a 10-year, \$500,000 interest free loan.

Hemery was present to go over the terms discussed in the resolution. This would be a 10 year, interest free loan with no payments in years 1 through 5 and payments of \$100,000 per year for years 6 – 10 for a total of \$500,000. This would result in approximately \$15,000 reduction in interest income annually for the County. Hemery has reviewed Chapter 59 regarding authorization for this loan and has confirmed the same with an attorney who does work at WCA.

Kneiszel asked if there is a way to guarantee repayment so a future Board is not able to forgive the loan. Hemery responded an agreement can be drafted to that effect but noted there is no way to prevent a future Board from changing it. There is no past Board, current Board, or future Board; there is only one Board, although the membership may change from time to time and the Board has certain powers, one of which is the power to change things.

Kneiszel addressed several questions to CVB President Brad Toll. Toll informed the building would be for both the visitor center and their offices and would allow for sharing staff. The visitor center will be on the first floor and the primary focus will be electronic, but there will also be brochures available. The visitor center will have extended hours and be open 7 days a week in the summer and hours will likely be shortened up a little in the winter. Kneiszel asked if the CVB sought out a local banking partner to provide the money needed. Toll responded that they have been doing some fundraising and have raised about \$3.5 million dollars and have identified another \$2 million dollars. They are hopeful to continue fundraising, but this money from the County would allow the project to get underway in April and be open for the summer of 2020. The land is being leased from the Packers and the CVB would own the building. Kneiszel questioned the thought process on why it is necessary to make the change to a visitor center since people are able to get all kinds of information on their phones. Toll said this is something they have been looking at for a number of years. When people come into a community and see an attractive visitor center, many times they will stop in to be sure that they are not missing out on anything they have not already

planned for. Visitor centers are also being used for recruitment purposes to get prospective employees to come to town for job opportunities. The visitor center will grow tax revenue and likely result in more people becoming interested in moving here. There is no event space in the facility as the CVB does not want to compete with any partners they are out there trying to help.

Schadewald asked what that rationale is for no payments in the first 5 years. Toll responded the first 5 will be the tough years but once they get established they should see room tax grow and will be in a much better position to make yearly payments. Supervisor Moynihan said he proposed the language to not have any payments made the first 5 years and Toll was comfortable with that language.

Kneiszel noted Toll said they hoped to raise the entire amount needed through fundraising, but if there is a loan for \$500,000 given there probably is not any more incentive to continue looking for money and he asked if there was any timeline on this. Toll responded they plan to continue fundraising efforts right up to ground breaking and potentially thereafter as well. They are hoping to cover all the costs and it has gone well so far; they are waiting to hear back on other leads. Sieber noted a lot of companies are very interested in getting in front of tourists and visitors and there would likely be some opportunities there for donations. Toll talked about some of the things that will be highlighted in the visitor center such as some films regarding local companies which will be fun for visitors.

Schadewald supports this, but noted it will need to be passed by the full Board. He would be more comfortable having an agreement presented along with the resolution setting forth the terms as what is in front of the Committee right now is a little vague. Hemery said he can prepare the agreement to accompany the resolution by the time of the next Board meeting. Weininger said he will be working on the details for the agreement that will best protect the County's business.

Vander Leest asked why the CVB has not purchased their own land for the visitor center instead of leasing the land. Toll responded that they did look for land on Lombardi Avenue but location is key to being successful and he feels the location right off Highway 41 is the best place for the facility. They want to catch the visitors at the very beginning of their visit and encourage them extend their stay and do more things than they planned and encourage them to come back again.

Deneys asked for clarification as to where the visitor center will be located. Toll said they will be on the lot at the corner of Lombardi and Argonne, the same area of US Bank and Cabela's, very visible from Lombardi Avenue. Deneys asked Weininger to address the estimated \$15,000 annual loss of interest income. Weininger responded the interest calculated will probably be little higher than what was originally anticipated for revenue so this should be offset and, in addition, the estimated loss may be a little high. This alone will not have much of an impact on the County's credit rating, but this loan along with the funds for the paper corridor put us in a position to be a little more vigilant moving forward.

Schadewald asked what specifically Weininger would include in an agreement. Weininger responded one of the things he would include is that the County funds be last in, so money would not be issued until it is actually needed toward the end of the project. It is anticipated that there would also have to be some security included as well as some other things that he will be talking with Corporation Counsel about. Schadewald would like to see the payments start at the beginning of the fifth year rather than the end of the fifth year. Schadewald said doing this loan could lead the County to the position where they have to say no to something else in the future and we need to be aware of that. Moynihan noted that door has already been opened with the Fox River infrastructure resolution and reminded that this is a loan and we will get the money back and he urged the committee to approve it. Weininger said his concern is what the Board would do in the future with the fund balance. If there are requests coming in for some larger items and the only place to get the funds is from the general fund, there could be some concern operationally.

Sieber wants to be sure the County keeps their eye on the bond rating. He also referenced the revenue coming in from the sales tax and said estimates are that as much as 30% of that comes from residents who do not live in Brown County. He feels the visitor center should easily generate what we are losing in interest based on the amount of revenue being spent by visitors to the area. Sieber also understands we need to watch where the dollars go, but investing in this should definably help the community as a whole and he is very much in favor of it.

Supervisor Buckley noted there are some pretty big investments in Brown County and feels this would be investing in our own investments. As Sieber stated earlier, the amount of money this would bring in will more than pay for any lost interest and Buckley feels this is a good investment in the County. The stronger the County is, the more it will benefit. For the amount of money the County is putting into the expo hall and Resch Center, this is a small ask for what can potentially be brought in.

Moynihan said once the CVB is in the facility and the dust settles and the operations are ongoing, they will have to pay for it by advertising or fundraising and not having to make payments for the first 5 years will assist them with that. The location is very focal and the CVB needs a proper facility to show off Brown County. He sees the CVB as an arm of the County and feels this loan in this manner will pay dividends in the end and again encouraged the Committee to approve the same.

Kneiszel expressed appreciation for Toll attending the meeting and answering questions. He feels the CVB does a great job of promoting Brown County attractions and that will continue whether this loan is approved or not. He does have some concerns and is not sold that this is the best way to market the County. He has concerns with the money and does not like the pay back not starting for 5 years because there is nothing to stop the Board in the future from forgiving the loan if it seems the CVB does not have money to pay it back. Advertising dollars were brought up, but Kneiszel feels those are probably already spoken for for things such as staffing and printing publications and are likely the backbone of their annual budget. Kneiszel also has concerns with the CVB continuing to raise money and feels if the County loans them this money, the fundraising would end. He would rather see this fully supported by local businesses that are said to be very interested in supporting this project and will derive benefit from it. The County is not a bank and Kneiszel feels if we go forward with this, the County is going to get a lot more requests in the future. He would like to see the CVB continue with their fundraising. For the reasons set forth, Kneiszel will not support this at this time.

Moynihan provided several examples of other counties that provide tax levy to such entities, but what we are talking about here is a loan. Sieber agreed with Buckley and Moynihan and others as to how important the CVB is to the County and what they bring to the County and he feels this loan is a solid investment for the County and will improve the overall economy of the County. The CVB does a great job of bringing conventions and shows into the County and this new office is going to be key to that. This is different than the funds provided for the papermaking corridor as the CVB is a non-profit entity whose sole mission is to make sure the economy is healthy and bring visitors here and they do a great job of that. Buckley is very much in support of this project.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to approve. Vote taken. Ayes: Deneys, Sieber, Schadewald, Vander Leest; Nay: Kneiszel. MOTION CARRIED 4 to 1

13. Discussion and possible action regarding an Ordinance Amendment to establish procedure for Standing Committees to follow when creating Sub and/or Ad Hoc Committees (the Ordinance Amendment will require that Standing Committees may only create Sub and/or Ad Hoc Committees via a standard fill-in-the-blank Resolution that receives County Board approval, and that provides essential information such as the purpose of the committee, the number of members, how members are selected, who takes minutes, etc.). *Proposed amended Ordinance and proposed fill-in-the blank Resolution will both be handed out at meeting.*

Hemery provided a copy of the proposed code amendment as well as the proposed resolution, copies of which are attached. This will also be going before Executive Committee. The changes he would propose are highlighted on the documents in yellow.

Hemery's desire is to have one resolution form to be used every time a sub or ad hoc committee is formed. He outlined the proposed resolution and noted that all yellow areas would be filled in by whoever wishes to form the sub or ad hoc committee. The initial focus on this is to stop new sub and ad hoc committees from forming without Board approval to make sure it is a good use of time and if there is money involved that the Board is aware of that.

Hemery would like to start by having new sub or ad hoc committees be formed by resolution and then the next step would be an audit of the current committees, boards and commissions to look at membership and other requirements to be sure they are in compliance.

Schadewald feels every subcommittee or ad hoc committee should reapply so everyone is following the same rules. He also questioned where money would come from if a newly formed committee requested money. Hemery said the only expense he can think of would be for minute taking, but he feels that should be done on a voluntary basis. Deneys asked if there would be an option to review all sub and ad hoc committees at the appropriate standing committee meetings. This would allow the committees to decide if the sub or ad hoc committees are still even necessary. Schadewald suggested the sub and ad hoc committees be reviewed by the appropriate standing committees in May of even numbered years.

The language was discussed and Sieber suggested that language be included that all sub or ad hoc committees be reviewed in May of even number years as well as language that all actions of the sub and ad hoc committees be approved by the standing committee and then the full Board. Deneys would like language added specifying the term of the committee when appropriate and that the standing committee can also dissolve a sub or ad hoc committee by majority vote.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to make changes as discussed and forward to the Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

14. Director's Report.

Weininger informed they continue working on the comp and class and are very close to getting the class portion completed. They are waiting for department heads to sign off and as soon as that is done, he will bring the follow up class portion to the Committee. The comp portion is where the \$800,000 will be allocated. They are looking to implement a plan that will allow more flexibility to resolves issues sooner than waiting for the next budget.

Weininger explained they would like to bring everyone who is below min up to min which would cost about \$300,000. This would bring all employees in market which is somewhere between mid and max. In the past they felt it was best to have everyone in the mid-point, however, departments do not want to do that because then if someone new is brought in with little or no experience, they would be getting the same pay as someone who has been in the department for a number of years. The problem, however, is it is hard to have progression because increases are COLA only or bonus only.

Once people are brought up to min point, they would be moved to mid-point over a gradual period of time. Weininger would like to set aside \$100,000 of the \$800,000 for market needs which would allow the flexibility to drill into the departments with high turnover or that have issues retaining talent or look at the positions that are hard to recruit for and focus on those. It would also allow for compression issues we have and allow some flexibility.

The remaining \$400,000 that has been set aside would be used to bring everyone that is at min to 18% of market which would move the scale up.

Moving forward, HR would work with departments to create a legacy step system in the budget. For example, in a department that has 80 employees, they would have 20 workers at \$30 an hour, 20 at \$25, 20 at \$20 and 20 at \$15. When a person at \$30 retires, a person in the \$25 would bid into that position and this would be based off performance. Then there will be someone who slides up to each of the next pay steps and then someone can be hired at the bottom level. This moves everyone up without increasing the levy. There would be some flexibility to bring someone in at a higher level with the \$100,000 he spoke about earlier if necessary. Jobs would first be posted internally to allow someone at a lower level to bid into it and if there was no one skilled to fill the job it would be opened up to anyone. The same process they use for hiring people would be used when filling the step positions with applications and interviews. The majority of the departments are in favor of this process. Schadewald said to get qualified people to do a specific job, there should not be such a wage disparity and he feels we need to take a good look at this

system before implemented. Weininger agreed and said they will be looking at this department by department. This would all happen in the 2020 budget, but is one of the things that will help address some of the ongoing issues.

Sieber thanked Weininger for his work on this and thinking outside the box, but feels the legacy step system will result in calls to Supervisors alleging favoritism within departments and this is something he has already heard. Weininger said the decisions on this are up to the Board and this would be an easy way to allow for progression without costing taxpayers dollars. Sieber brought up the idea of giving each department a salary pool of money to be used for wages and letting the department heads manage the money and decide how to allocate it. Weininger said that can be done out of the \$100,000 set aside money he talked about earlier.

Weininger also talked about redlining employees who are above max. If they have 10 years of service, they would be grandfathered and instead of a COLA they will get a bonus so it would not be built into their base pay. Not doing that takes away some of the incentive for employees to stay. The funds that would normally go to those who are above max could then be used to bring other people to mid-point.

What Weininger outlined would take care of a lot of ongoing issues and provide some flexibility in a number of scenarios. Details still need to be worked out for the enterprise fund departments.

Schadewald questioned if the \$100,000 intended to be set aside is enough. Weininger noted all he is doing at this time is putting out ideas and hearing feedback from the Committee. This is his pre-step in bringing something forward. According to Schadewald, the worst thing we can do is not make a decision soon because this has been going on for a long time. Even if a plan is not perfect, we have to tell the employees something is going to happen with the money that has been set aside. Schadewald would like to see the best plan brought forward at the next meeting. Once a plan is made, everyone will find a way to work within it.

Weininger asked for the Committee's opinion regarding reviewing the class and comp section by section or continuing on with the COLA format. One of the things they found out when they put the positions into Pay Scale is that because it is a cloud based system, it is pretty much self-generated data from users. As he reviewed some of this, he found the data was not always accurate so to double check the figures, they looked for comparable neighboring counties with like positions and entered that information and then compared it. Weininger thinks moving forward with Pay Scale would be problematic and feels we should really be looking at like positions in other counties. Schadewald said a lot of information comes from the market and what people are looking for when they apply. Further, the entire employee benefit packet needs to be taken into consider, not just base pay.

Weininger also asked for an opinion regarding a cap so anything above the cap would have to go to the Board for approval. Schadewald said the reality is we have to pay what we have to pay to get the right employees. Sieber feels this is an administrative function, but he would like to hear a report when someone goes a set percent over their salary.

Sieber feels bringing everyone to min is the first priority. The second priority should be addressing the compression issues. Anything that is left after taking care of those could be used to move everyone up a little. He asked if there are any measures in place to slide back down the scale after pay is increased to recruit people but then the market improves and the County no longer needs to offer so much to get qualified employees. Weininger said one of the things they looked at was to review departments periodically to keep things current.

When all department heads sign off, Weininger will bring the class portion forward. He is still considering what the communication piece to employees will be and he will keep the Committee advised.

Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **County Clerk - Budget Status Financial Report for November 2018 – Unaudited.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Child Support – No agenda items.

Other

16. **Audit of bills.**

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Such other matters as authorized by law.**

Schadewald brought up the meeting dates and noted he is also on Public Safety Committee which now holds their meetings on the first Wednesday of the month at 4:00 pm, although a resolution was passed saying that meetings cannot begin until 5:00 pm. Schadewald would like to talk about moving the Admin meetings to a different night. Sieber suggested getting a list from Board staff as to what the calendar looks like and what nights would be available for meetings and add this as an agenda item for the next meeting.

18. **Adjourn.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Schadewald to adjourn at 9:00 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist

CITY OF GREEN BAY PERSONNEL POLICY

9.8 BONE MARROW AND ORGAN DONATION LEAVE

9.8.1 Policy. The City provides Bone Marrow and Organ Donation leave in accordance with Wis. Stat. § 103.11. Eligible employees are allowed up to six (6) weeks leave in a 12 month period for the purpose of serving as a bone marrow or organ donor, provided the employee provides the City with a certification from a health care provider stating that the employee has a serious health condition that necessitates a bone marrow or organ transplant or the employee is eligible and has agreed to serve as a bone marrow or organ donor. In addition, the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

9.8.2 Paid Time Off. When an employee qualifies for bone marrow or organ donation leave, the City will provide paid days off while the bone marrow and organ donation leave is being used as follows:

- Any employee who is eligible as a bone marrow donor will receive from the City up to 5 paid days off for the procedure and to recover from the procedure.
- Any employee who is eligible as a human organ donor will receive from the City up to 30 paid days off for the procedure and to recover from the procedure.
- Should the leave exceed the number of days as noted above, the employee will be required to substitute vacation, personal or sick leave, in accordance with City of Green Bay Policy 23.7, for the remainder of the leave.

9.8.3 Eligibility. Bone marrow and organ donation leave applies only to an employee who has worked for the City more than 52 consecutive weeks and for at least 1000 hours during that 52-week period.

9.8.4 Notice. The employee shall give the employer advance notice of the bone marrow or organ donation in a reasonable and practicable manner. The employee shall make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the employer's operations, subject to the approval of the health care provider of the bone marrow or organ donee.

9.8.5 FMLA. As stated in City of Green Bay Personnel Policy 23.4.4, eligibility requirements for a bone marrow or organ donor will normally meet requirements for the Family Medical Leave Act and allow the City to count the time used for these leaves against employees' FMLA entitlement. Therefore, FMLA forms are required for all bone marrow or organ donor leaves in excess of 3-consecutive scheduled workdays and may be required for less than 3 days given the circumstances.

9.8.6 File a Complaint. A complaint concerning a denial of rights under the Bone Marrow and Organ Donation Leave policy must be filed with the State of Wisconsin State Department of Workforce Development within 30 days after the violation occurs or when the employee should have reasonably known the violation occurred, whichever is later.

BROWN COUNTY SUPERVISORS TRAVEL REIMBURSEMENT CODE SECTIONS

2.13(7) Mileage reimbursement for County Board Supervisors that attend County Board Meetings and/or Committee Meetings. County Board Supervisors that attend County Board Meetings and/or Committee Meetings shall be reimbursed for mileage as required by Wis. Stats. Sections 59.10(3) and 59.13(2), as they exist now and as they may be amended in the future.

(a) **Attending County Board Meetings.** County Board Supervisors shall, upon request, be reimbursed for mileage, at the rate established by the County Board as the standard mileage allowance for all county employees and officers, for attending up to 30 Days of County Board Meetings in a calendar year, including mileage incurred as a result of going to and returning from said meetings by using the most usual traveled route.

(b) **Attending Standing Committee Meetings.** County Board Supervisors shall, upon request, be reimbursed for mileage, at the rate established by the County Board as the standard mileage allowance for all county employees and officers, for attending up to 30 Days per calendar year of Standing Committee Meetings regarding Standing Committees which they are a member of, including mileage incurred as a result of going to and returning from said meetings by using the most usual traveled route. Mileage reimbursement shall not be paid for attending more than 2 Standing Committee Meetings per day.

3.11 OUT OF COUNTY TRAVEL EXPENSE REIMBURSEMENT. The travel expense reimbursement as outlined below applies to employees of the county except that the Brown County Board of Supervisors shall continue to receive mileage reimbursement as provided in Chapter 59.03(3), Wisconsin Statutes.

(1) **Definitions.** Terms used in this section mean as follows:

"Employee" means any officer or employee of the county and any legislator or board member entitled to actual, reasonable and necessary expenses.

"Reasonable" means not extreme or excessive. The definition of "reasonable" cannot always be translated to the same dollar figure in all situations since circumstances can vary. Therefore, a number of factors such as: locality involved, length of stay, and individual situation must be considered in making a judgment of "reasonable".

(2) **County Board Travel.** County Board Supervisors shall submit a travel notification form to the County Board Chairman prior to the trip being taken. This form shall show, at least, the destination of the trip, the purpose of the trip, the duration of the trip, and what related expenses are anticipated relative to the trip. The County Board office shall keep these notification forms on file. If circumstances prevent prior notification of an in-state trip by a Supervisor, the individual involved shall, immediately after the trip, file the notification form in the County Board office. If the County Board Chairman determines that there are insufficient funds in a particular budget for a particular in-state trip, seminar, conference, or convention, he shall resolve the issue in accordance with County fiscal policies.

(3) Policy.

(a) This directive sets forth county policy with respect to travel expenses. When collective bargaining contracts are in existence, the provisions in the contract regarding travel expenses will take precedence over this directive. Further, it shall be policy that all employee reimbursement for travel shall be through the payroll system where applicable.

(b) Any persons traveling on County business are expected to exercise reasonable judgment when incurring travel costs.

(c) A vendor's receipt is required where a receipt is necessary. In all cases where the amount is not reasonable as provided for in this directive, an appropriate justification explaining the claim must also accompany the receipt. Credit card receipts are acceptable if they contain the same information presented on the vendor's receipt with the exception of bills for lodging. Lodging expenses must be supported by the original machine printed receipts which are furnished by most hotels and motels or an original hand-written receipt.

(d) Hotel and Motel Expenses. Employees should live in a comfortable hotel or motel room with bath at a reasonable rate for that community. The charge should be in line with the average cost of a single room in that location. The choice of a room should be based primarily on cost with consideration given to accessibility in conducting business. Hotel and motel expenses shall be reimbursed only when an overnight stay is required at a location at least 60 miles from downtown Green Bay or unless evening meetings or events are part of the business travel.

Employees should observe check out hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at weekly and/or monthly rates.

Commercial and tourist hotels generally maintain the same rates all year. Some hotels, resorts and motels have higher rates during certain seasons or on certain days. Also, some have higher rates during periods of conventions. Almost all will attempt to charge maximum rates even though lower rates are often available.

To protect employee against overcharges, it is recommended that employee have a definite understanding in advance concerning the length of stay and the rate to be paid. The rate should be checked before departure against the average rate for the locality. If the rate is out of line for the locality visited, the employee must attempt to secure accommodations which are more in line with prevailing commercial and tourist rates.

(e) Meals. Reimbursement for meals (per diem or per meal if travel is less than a full day) shall be made for the actual cost of meals not to exceed \$8.00 for breakfast, \$10.00 for lunch, and \$15.00 for dinner. Meal reimbursement is subject to the following limitations:

1. If business travel constitutes a portion of a day, meals will be reimbursed at the approved rates under the following conditions:

Breakfast: provided the employee leaves his home before 7:00 a.m.

Lunch: provided the employee leaves his location of business before 11:00 a.m. and returns after 1:30 p.m.

Dinner: provided the employee returns to his home after 6:00 p.m.

The above applies to meals within and out of the state. Meals within Brown County are reimbursable if attending a seminar or course in which cost or fee includes a meal. Additionally, meals within Brown County are reimbursable to employees to include the cost of the employee's meal and any guests to a maximum of 1 meal per person per visit, if the meal is a necessary business courtesy extended to a noncounty employee visiting on official business:

- employee interviews (only for out-of-county job applicants for administrative positions)
 - visiting dignitaries (only if visiting Brown County on official business)
 - outside experts (consultants, expert witnesses on county business)
 - official meetings (for meetings that an employee is required to attend and where a meal is served).
- No reimbursement may be made for the cost of alcoholic beverages.

(f) Transportation. Transportation expenses incurred on necessary trips are reimbursable. The most economical form of transportation available must be used taking into consideration the work assignment, the cost, and the travel time. Reasonable travel time is the amount of travel time required in using the most practical means of transportation. Additional travel time incurred by the employee for his/her personal needs will be charged to the individual's personal vacation account. Travel by public transportation will take preference if it is more economical and not too time consuming.

In traveling short distances by air, no distinction is generally made between air coach and first-class travel. Reimbursement is limited to the fare for the lowest passenger class available.

The mode of travel and the departure and arrival time must be indicated on the travel voucher.

Receipts for all public transportation purchased by the employee must be attached to the travel voucher. In case of airline travel, the passenger coupon of the airline ticket must be attached to the travel voucher.

Insurance coverage for employees traveling by air is not allowable as reimbursement expense.

(g) Use of Privately Owned Automobiles. The use of personal automobiles for out-of-county travel is to be limited to situations where other modes of transportation involve excessive loss of time or where use of a county car or common carrier is not otherwise practicable.

When an employee combines a personal vacation with a business trip, reimbursement for transportation expenses will be made based on the lower of:

1. The cost of actual reimbursable mileage and travel expense en route when traveling by personal automobile, or

2. The cost of the most practical means of public transportation. Because of the time loss involved in bus or rail travel, this is generally interpreted to mean the cost of tourist air fare.

Employees who are authorized to use their personal automobile (also pick-ups, vans or panel trucks) for official business shall be reimbursed at a rate equaling 80% of the optimal standard mileage rate for business set by the Internal Revenue Service on an annual basis.

In addition to mileage, the operator of the car will be reimbursed for overnight parking at hotel stops and for bridge and road tolls. The operator should endeavor to obtain free parking at hotels which offer same. If mileage is allowed to the operator of a privately owned automobile, travel should be by the most direct route.

In-county mileage for personal vehicle use necessary for conducting official business is allowable and must be shown as a separate item on the travel voucher. It should be supported by sufficient detail to justify the mileage claimed. No mileage will be allowed for travel between an employee's home and official work station.

If two or more employees from the same location have the same work assignment outside the county which requires the use of a personal automobile, they will be expected to travel together in one car when possible.

Charges for gasoline, oil, lubrication, repairs, antifreeze, tires, tire repair, towing and other similar expenditures will not be allowed as reimbursable expenditures when privately owned cars are used.

It is recommended that county employees on official business, driving personal autos, should carry liability limits of a minimum of \$300,000 personal liability and property damage insurance.

Parking charges and mileage incurred in the county, resulting from daily trips from an individual's residence to his/her office, are not reimbursable. Other parking charges and mileage incurred while

on official business, whether in or outside the county, are reimbursable. Mileage allowance will be paid for business travel within the county.

(h) Travel in County-owned Vehicles. When traveling in a county-owned auto, it must be so indicated on the travel voucher.

The only expenses in connection with county-owned automobiles which can be claimed on a travel voucher as reimbursable are:

1. Gasoline and oil.
2. Storage and parking charges.
3. Emergency expenditures related to operation of the automobile.

If a county-owned vehicle is used for personal mileage, its use must be reported monthly and paid for at the rate of 20 cents per mile.

County employees using county-owned vehicles for commuting must complete and submit, on a monthly basis, the form, "Reporting Utilization of County-Owned Vehicles" for such purposes.

Employees using county vehicles for commuting will have vehicle usage reported as income per IRS regulations.

The operator of a county-owned vehicle must have a valid drivers license and drive carefully and courteously and observe all traffic laws and regulations. He/she must personally pay any fine or penalty imposed for traffic or other violations. Travel in county-owned vehicles shall be limited to county employees and those on official county business.

(i) Taxis. Charges for taxis and limousines are reimbursable where other modes of travel are not available or practical.

(j) Rent-A-Car. Normally, employees will not use rent-a- car facilities. There are two exceptions to this restriction:

1. There may be situations when county cars are not available and when public transportation is so inconvenient and costly in time that a rented car should be used. An explanation explaining the circumstances should be included with the travel voucher.
2. When transportation is required at the destination, a rented car should be evaluated against other modes of transportation. Many times extensive travel at the destination can be done at less cost by a rented car rather than multiple taxi fares. This is especially true if a number of employees are involved.

When necessary, employees will obtain compact model rent-a- cars at prevailing commercial rates. They may be required to present proof that they are employed at Brown County to obtain 20 percent discounts and/or weekly rates, if available.

Insurance offered by the rent-a-car company which provides collision coverage with a \$100 deductible clause is an allowable expense.

The rent-a-car companies also offer personal accident insurance (death and dismemberment). Since employees have this coverage under group life policies and are also covered under worker's compensation, if employee wants this additional coverage, it will be considered a personal expense and not reimbursable.

(k) Registration Fees. Receipts are required for registration fees for conferences, conventions, seminars, etc. The convention schedule and a breakdown of the convention costs should be attached to the travel voucher. It should show the actual dates of the conference, convention, or seminar.

(l) Non-Travel Expense. Budgetary considerations require the exclusion of purchasing and claiming non-travel expense items on travel vouchers whenever possible. All non-travel items particularly

supplies, should be generally obtained through normal purchasing procedures. However, when the purchase of a non-travel item is necessary, a receipt is required when the cost is in excess of \$2.00.

(m) Telephone. Telephone toll charges incurred while in travel status are reimbursable when necessary for official business. Date, place, person called and nature of business must be shown on the travel voucher for all toll calls charged.

(n) Traveling with Spouse. When not traveling in a county-owned vehicle, there is no objection to an employee and spouse traveling together while on official county business. No expenses for travel by the spouse will be reimbursable. With respect to the cost of lodging, the amount reimbursable will be equal to the single room rate. The hotel clerk should be asked to write the single room rate on the receipt.

(o) Altered Receipts. When travel expense vouchers are supported by receipts which show signs of erasures or alterations, the voucher will be returned for a statement of facts explaining the reasons for the alteration before the travel voucher will be approved and forwarded to the Finance Department for payment.

(p) Cash Advances. Cash advances are not allowed for travel, except for County Board members. However, airfares, hotel/motel, and registration fees may be paid directly, in advance, through the Finance Department.

BROWN COUNTY CODE SECTION 2.05

(8) Standing Committees may, by completing a Corporation Counsel approved fill-in-the-blank Resolution available from the County Board Office and obtaining County Board approval, establish subcommittees composed entirely of their own membership or may call upon the assistance of non-supervisors in examining particular issues. Appointment to subcommittees and the selection of nonsupervisory advisors shall be at the discretion of the committee chair.

(9) Subcommittees established under (8) above shall have no official standing and shall report only to the standing committee which established it, unless the standing committee provides otherwise.

(*INSERT COUNTY BOARD MEETING DATE*)

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION AUTHORIZING STANDING COMMITTEE
TO CREATE SUB OR AD HOC COMMITTEE**

WHEREAS, the Brown County (*INSERT STANDING COMMITTEE NAME*)
(Standing Committee) desires to create a continuing Sub or a limited term Ad Hoc Committee
(New Committee); and

WHEREAS, the name of the New Committee to be established is (*INSERT FORMAL
NAME OF NEW COMMITTEE*); and

WHEREAS, the purpose of the New Committee is (*INSERT PURPOSE*); and

WHEREAS, the New Committee shall have (*INSERT NUMBER*) members; and

WHEREAS, the New Committee Members shall be nominated, appointed and confirmed
as follows: (*INSERT PROCESS SUCH AS nominated by the Standing Committee, appointed by
the Standing Committee Chairperson and confirmed by majority vote of the Standing
Committee*); and

WHEREAS, minutes for the New Committee shall be taken by (*INSERT NAME OR
POSITION*), shall be filed with the County Board Office within 3 business days of the New
Committee Meeting, shall include what New Committee members were present and shall include
all motions, who made them, and the vote and disposition of the motions; and

WHEREAS, for Ad Hoc Committees only, the term of the New Committee shall be until
(*INSERT DATE OR EVENT TRIGGERING END OF NEW COMMITTEE OR N/A*); and

(13)

WHEREAS, funding for the New Committee is requested in the amount of (*INSERT AMOUNT OR N/A*) for the following anticipated expenses (*INSERT ANTICIPATED EXPENSES OR N/A*).

NOW THEREFORE BE IT RESOLVED, that the Brown County Board of Supervisors hereby approves of and directs the creation of a Sub or Ad Hoc Committee as described above in this Resolution, and hereby directs that said Sub or Ad Hoc Committee shall comply with any and all laws, rules and regulations regarding Wisconsin's Open Meetings and Public Records law.

Fiscal Note:

(*ADMINISTRATION DOES FISCAL NOTE*)

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by:

Approved by:

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____